

**Town of Lowville
Special Town Board Meeting
December 30, 2024**

A special meeting of the Town Board of the Town of Lowville, County of Lewis and the State of New York was held at the Municipal Office Building, 5533 Bostwick Street, Lowville, NY on the 30th day of December 2024.

Roll Call:

Robert Mullin, Supervisor
Paul Virkler, Deputy Supervisor
John D. Ross, Councilman - Absent
Jacob Monnat, Councilman
Stephen Farney, Councilman

Others Present:

Thomas Widrick, Highway & Special Districts Superintendent
Aimee Murphy, Town Clerk
Nick Astafan, Dog Control Officer
Lindsey Hess, Deputy Dog Control Officer

Also Present: Vincent Nortz, County Legislator;

The meeting was called to order at 9:15 a.m. by Supervisor Mullin who also led the pledge of allegiance. The purpose of this meeting is to conduct end of the year business and organize for the upcoming year and any other business that comes before the board.

CORRESPONDENCE

Supervisor Mullin received a letter from the Village of Lowville Mayor. The Village will no longer be administrating the summer recreation program. The Village will continue working with the Town for the winter recreation program.

VOUCHERS

Motion by Councilman Monnat, seconded by Councilman Virkler to approve bills be paid as listed in the following amounts.

ADOPTED – AYES –Farney, Monnat, Mullin, Virkler NAYS – 0 ABSENT - Ross

General – Abstract #13	Voucher #357 to #366	\$ 3,831.75
Highway – Abstract #13	Voucher #204 to #208	\$ 72,444.64
Water – Abstract#11	Voucher #95 to #96	\$ 422.13
Sewer – Abstract#11	Voucher #43 to #43	\$ 9,497.37
	Total	\$ 86,195.89

SUPERVISOR’S REPORT

Receipts:	Comptroller	\$ 34,083.55 (Bridge NY - Gardner Rd)
	Comptroller	\$ 36,921.04 (Bridge NY – O’Brien Rd)
	Village of Lowville	\$ 16,038.32 (Zoning Reimbursement)

Supervisor Mullin reviewed the agreement for shared zoning expenses with the Board. Following a brief discussion, the following motion was made.

Motion by Councilman Monnat seconded by Councilman Virkler to keep the agreement for shared services with the Village of Lowville for Zoning unchanged.

ADOPTED – AYES –Farney, Monnat, Mullin, Virkler NAYS – 0 ABSENT - Ross

Motion by Councilman Monnat, seconded by Councilman Farney to accept the Supervisor’s receipts, activities and financial reports.

ADOPTED – AYES –Farney, Monnat, Mullin, Virkler NAYS – 0 ABSENT - Ross

APPOINTMENTS

One-Year appointments: (Term of Office: 01/01/2025 to 12/31/2025)

Accountant Scott Lawrence	Bookkeeper/Budget Officer
John Young	Deputy Dog Control Officer
BobbieJo Marra	Deputy Dog Control Officer
Lindsey Hess	Deputy Dog Control Officer
Charlotte Beagle	Historian
Karen Shaw	Administrative Assistant to the Assessor
Katherine Perkins-Manning	Zoning Officer/Administrative Assistant to the Panning Board and Zoning Board of Appeals
Janet Lee	Ice Rink Manager
BobbieJo Marra	Substitute Ice Rink manager
Ian Dunckel	Ice Rink Assistant
Caden Murphy	Ice Rink Assistant
Isaiah Spence	Ice Rink Assistant
Caden Tanner	Ice Rink Assistant
Aimee L. Murphy	Part Time Justice Court Clerk

Motion by Councilman Virkler, seconded by Councilman Farney to approve the foregoing one-year appointments by the Town Board.

ADOPTED – AYES –Farney, Monnat, Mullin, Virkler NAYS – 0 ABSENT – Ross

Five-Year appointments: (Term of Office: 01/01/2025 to 12/31/2029)

Peter Cecconi	Zoning Board of Appeals
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Motion by Councilman Monnat, seconded by Councilman Farney to approve the foregoing five-year appointments by the Town Board.

ADOPTED – AYES –Farney, Monnat, Mullin, Virkler NAYS – 0 ABSENT – Ross

2025 Meeting Dates

Motion by Councilman Virkler, seconded by Councilman Farney to set the 2025 Town of Lowville Town Board meetings for the third Thursday of each month at 9:30 a.m. at the Town of Lowville Municipal Building

ADOPTED – AYES –Farney, Monnat, Mullin, Virkler NAYS – 0 ABSENT – Ross

Designate Financial Institution

Motion by Councilman Virkler, seconded by Councilman Monnat designating Community Bank, NA, Key Bank, NA and NY Class as financial depositories for the Town of Lowville for 2025.

ADOPTED – AYES –Farney, Monnat, Mullin, Virkler NAYS – 0 ABSENT – Ross

Official Newspaper

Motion by Supervisor Mullin, seconded by Councilman Virkler to designate the Journal & Republican as the official newspaper and the Watertown Times as the alternate for the Town of Lowville for 2025.

ADOPTED – AYES –Farney, Monnat, Mullin, Virkler NAYS – 0 ABSENT – Ross

Mileage Rate

Currently the Town of Lowville pays \$0.67 per mile. The 2025 Federal mileage rate will be \$0.70 per mile.

Motion by Supervisor Mullin, seconded by Councilman Virkler to adopt **Resolution No. 78-2024, “Setting 2025 Mileage Reimbursement Rate”**.

ADOPTED – AYES –Farney, Monnat, Mullin, Virkler NAYS – 0 ABSENT – Ross

RESOLVED, the mileage reimbursement rate will be the same as the federal/state government rounded up to the nearest cent, which is currently \$0.70 cents per mile.

Night Drop Deposits

The Town Clerk/Tax Collector and Supervisor would like permission to use the night drop for deposits at Community Bank in Lowville for 2025.

Motion by Councilman Farney, seconded by Councilman Virkler to permit the Town Clerk/Tax Collector and Supervisor to use the night drop box at Community Bank in Lowville for the year 2025.

ADOPTED – AYES –Farney, Monnat, Mullin, Virkler NAYS – 0 ABSENT – Ross

Bills Prior to Audit

Motion by Councilman Virkler, seconded by Councilman Monnat to adopt **Resolution No. 79-2024, “Authorizing Supervisor to Pay in Advance of Audit”**.

ADOPTED – AYES –Farney, Monnat, Mullin, Virkler NAYS – 0 ABSENT – Ross

RESOLVED that the Supervisor is authorized to pay in advance of audit, all utility services, phone & internet bills, postage bills, water testing charges and fringe benefits when due in 2025.

Procurement Policy

Copies of the Procurement Policy were provided to the Board Members prior to the meeting. The policy was discussed by the board.

Motion by Councilman Farney, seconded by Councilman Monnat to leave the procurement policy as it is.

ADOPTED – AYES –Farney, Monnat, Mullin, Virkler NAYS – 0 ABSENT – Ross

Investment Policy

Copies of the Investment Policy were provided to the board Members prior to the meeting. The policy was discussed by the Board.

Motion by Councilman Farney, seconded by Councilman Monnat to leave the Investment Policy as it is.

ADOPTED – AYES –Farney, Monnat, Mullin, Virkler NAYS – 0 ABSENT – Ross

Motion by Supervisor Mullin, seconded by Councilman Virkler to adopt **Resolution No. 80-2024 “Attendance of Elected and Appointed Officials at Training Sessions.”**

ADOPTED – AYES –Farney, Monnat, Mullin, Virkler NAYS – 0 ABSENT – Ross

WHEREAS, certain elected and appointed officials of the Town of Lowville are required to attend training sessions as part of their official duties on behalf of the Town, and

WHEREAS, occasionally it appears that attendance at such training sessions may occur when prior Town Board approval is not able to be obtained, and

WHEREAS, the Town believes it is important for their elected and appointed officials to be well trained and informed so that their official duties may be carried out on behalf of the Town. Now, therefore, be it

RESOLVED, that elected and appointed officials of the Town may attend training sessions for their position without prior Town Board approval, in the event such prior Town Board approval is unable to be obtained prior to the scheduled date of the training session in question, and it is further

RESOLVED, that the elected or appointed official who attends such a training session shall report at the next regularly scheduled Town Board meeting concerning the attendance at the training session.

Undertaking Covering Officers, Clerks and Employees of the Town of Lowville

Motion by Councilman Monnat, seconded by Councilman Farney to adopt **Resolution No. 81-2024**

“Approving the Form and Amount of a Blanket Undertaking Covering Officers, Clerks, and Employees of the Town of Lowville”.

ADOPTED – AYES –Farney, Monnat, Mullin, Virkler NAYS – 0 ABSENT – Ross

WHEREAS, Town Law §25 provides that the Town Supervisor, Town Clerk, Collector of Taxes, Town Justices and Town Superintendent of Highways, must execute and file with the Town Clerk an undertaking in such amounts as may be approved by the Town board;

WHEREAS, Public Officers Law §11(2) further provides that it is permissible with the consent and approval of the officer or governing body authorized to require the undertaking, for the Town to procure a blanket undertaking from any duly authorized corporate surety covering officers, clerks and employees; now, therefore, be it

RESOLVED:

Section 1.

That the Town Board hereby approves the following undertakings for the Town Clerk/Tax Collector in the amount of \$150,000; the Town Supervisor in the amount of \$150,000; the Town Justice in the amount of \$150,000; and the Town Highway Superintendent in the amount of \$150,000; to be obtained from a corporate surety company duly authorized to do business in the State of New York for the purpose of covering the Town Clerk/Tax Collector, Town Supervisor, Town Justice and Town Highway Superintendent of the Town of Lowville and that such officers, clerks and employees will faithfully discharge the duties of his or her office, and all trusts imposed upon him or her by law by virtue of his or her office, including the duty of promptly accounting for and paying over all moneys or property received by him as such officer, in accordance with law, and that if the said officers, clerks or employees fail to perform any of the above-mentioned conditions or is in default thereof, that the said corporate surety named herein will pay to the said Town and to the People of the State of New York, all damages, costs and expenses resulting from such default, not exceeding the sum specified above.

Section 2.

That a certified copy of this Resolution shall be filed with the Town Clerk’s office.

Section 3.

That this Resolution shall take effect immediately.

Personnel Salaries

A list of salaries & fringe benefits was provided to the Board Members. After discussion, the following resolution was passed.

Motion by Councilman Monnat seconded by Councilman Virkler to adopt **Resolution No. 82-2024, “Salaries for Elected and Appointed Officers and Employees”**.

ADOPTED – AYES –Farney, Monnat, Mullin, Virkler NAYS – 0 ABSENT - Ross

RESOLVED, that salaries for elected and appointed officers and employees be the same as set in the Town’s Budget for 2025 with the following exceptions for hourly employees:

Justice Court Clerk (Full-Time)	\$17.47/hr.
Justice Court Clerk (Part-Time)	\$17.47/hr.
Data Collector/Administrative Assistant to Assessor	\$17.00/hr.
Ice Rink Managers	\$18.00/hr.
Ice Rink Assistants	\$16.50/hr.
Zoning Officer	\$18.14/hr. for 15 hrs./wk.

OLD BUSINESS

Summer Recreation: The Village does not wish to dissolve the summer recreation program , but are no longer willing to administrate the program. Supervisor Mullin has asked to have this topic added to the agenda of the next County Supervisors and Mayors Association meeting in January as there are multiple children who

participate who are not residents of the Town of Lowville. Mr. Mullin feels the school should be more involved in the program. Councilman Monnat would like to have more information to compare to programs administered by other local school districts. It was suggested that the Recreation Committee be asked to look into the other recreation programs around Lewis County and suggest a budget for our program

Motion by Councilman Farney, seconded by Councilman Virkler to adopt **Resolution No. 83-2024 “Administration of the Summer Recreation Program for 2025”**

ADOPTED – AYES –Farney, Monnat, Mullin, Virkler NAYS – 0 ABSENT - Ross

RESOLVED, that the Town of Lowville will not administrate the Town and Village of Lowville summer recreation program for 2025.

Motion by Councilman Monnat, seconded by Councilman Virkler to request the Recreation Committee to look into other programs provided throughout Lewis County and report to the Town Board. Information to include, but not limited to: participant costs, school contributions, budget information, grants, programs offered, meals, and transportation provided.

ADOPTED – AYES –Farney, Monnat, Mullin, Virkler NAYS – 0 ABSENT - Ross

NEW BUSINESS

Ambulance Contract 2025: Town Clerk Murphy provided a copy of the proposed Ambulance Service Contract for 2025 to the Board Members for review and approval.

Motion by Councilman Virkler, seconded by Councilman Monnat **Resolution No. 84-2024 “Approving the Ambulance Agreement 2025”**.

ADOPTED – AYES –Farney, Monnat, Mullin, Virkler NAYS – 0 ABSENT - Ross

RESOLVED, that the Town of Lowville does hereby enter into an agreement with the Lewis County Search and Rescue, Inc., to provide ambulance services to the Town of Lowville and its residents for 2025 for a fee of twenty-three thousand nineteen dollars and seven cents (\$23,019.07).

The next regularly scheduled Town Board meeting will be January 16, 2025 at 9:30 a.m.

Motion by Councilman Farney, seconded by Councilman Monnat to adjourn the meeting at 10:46 a.m.

ADOPTED – AYES –Farney, Monnat, Mullin, Virkler NAYS – 0 ABSENT - Ross

Respectfully submitted,

Aimee L. Murphy, RMC
Town Clerk